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18 December 1953

MEMORANDUM FOR: Chief, Plans & Research Staff

SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. []

a. The OTR Personnel Branch has received and forwarded by memo effective dates on all outstanding [] promotion actions, except one on which we are awaiting a Position Description for Classification and Wage Division.

b. Mrs. [] visited the site on Tuesday, 15 December 1953.

2. []

a. This office is still awaiting the return of Mrs. [] so that we may attempt to reassign her elsewhere in the Agency. Mrs. [] is expected to return to Washington early in January 1954.

3. []

a. The weekly report of the utilization of [] is attached.

B. ITEMS OF CURRENT INTEREST

1. A reassignment of OTR parking spaces is scheduled for 18 December 1953.

2. Copies of the Fiscal Year 1954 and 1955 Division budgets are being forwarded to the Division Chiefs concerned for use in reviewing of current operations and preparation of FY1955 revisions and FY1956 budget estimates.

C. NEW PROJECTS DURING WEEK - NONE

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Approximately four or five persons of those performing travel for OTR have been delinquent in accounting for travel advances. An effort is being made to have those accountings submitted as soon as possible in order to avoid arbitrary salary deductions as set forth in CIA Notice No. [] dated 7 December 1953.

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2. Distribution of vouchered pay checks for the pay period 6-19 December will be effected on 31 December, the checks being dated 1 January 1954 to take advantage of the new income tax reductions.

3. A comprehensive OTR Ceiling Analysis has been prepared by this office. Copies were forwarded to DTR, DDTR, EO, and AO. The ceiling agreed upon for each OTR organizational segment will be used as the basis for preparing and submitting new Tables of Organization. ILLEGIB

4. A meeting was held with representatives of DDP/Admin. in an attempt to determine the best channels for attempting to rotate OTR people into the DDP. A procedure has been developed and agreed upon by both parties.

25X1 5. [] has been informed that all employees are entitled to a four-hour holiday on 24 and 31 December regardless of when their tour of duty occurs. Those who cannot be released will be paid holiday pay for the additional four hours.

[]
Chief, Administrative Staff, OTR J

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25X1 Attachment: [] Report

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